



SAINT LOUIS UNIVERSITY

OFFICE OF PARENT AND  
FAMILY ENGAGEMENT

## Division of Student Development Graduate Assistant (GA) Recruitment **ANTICIPATED: 2024-2025**

**About Saint Louis University:** Founded in 1818, Saint Louis University is one of the nation's oldest and most prestigious Catholic institutions. Rooted in Jesuit values and its pioneering history as the first university west of the Mississippi River, SLU offers more than 13,500 students a rigorous, transformative education of the whole person. SLU's service-focused mission is at the core of the University's diverse community of scholars, which challenges and prepares students to make the world a better, more just place.

**About the Division of Student Development:** The Division of Student Development is driven by the mission to provide programs, services, and experiences that help students develop as leaders. Our goal is to help shape students into successful graduates who are holistically formed, critically reflective, and socially and personally responsible. The Division is comprised of fourteen departments and employs over 200 professional staff who support both graduate and undergraduate students and initiatives at the University.

**Divisional Statement on Diversity:** In support of Saint Louis University's Jesuit mission, the Division of Student Development is committed to maintaining an environment of mutual respect and dignity for people of all backgrounds and cultures. Our mission is to encourage and support a thriving and diverse community among our staff and students. We honor the differences in our community, whether it be age, ability, race, religion, gender identity and expression, sexual orientation, or socio-economic background and prepare our students to thrive in a multicultural, diverse society. Our efforts are grounded in cultivating awareness, inclusion, and engagement through intentional experiences, events, and programs that demonstrate our commitment to excellence.

The Division of Student Development employs over 40 graduate assistants who work closely alongside administrative staff to fulfill the mission of the University. The Division strongly believes in supporting the education of aspiring higher education professionals, and our staff is committed to providing meaningful, immersive learning opportunities for graduate students. We offer mentoring, supervision, and holistic support in a cohort-based model, aligned with Catholic, Jesuit teaching.



## Division of Student Development

### Parent and Family Engagement Graduate Assistant 2024-2025

**Position title:** *Anticipated Opening* GA for Parent and Family Engagement

**Hiring Department:** First-Year Experience and Students in Transition

**Supervisor:** Director, for Parent and Family Engagement

**Position Description:** The Office for Parent and Family Engagement is in the First Year Office within the Division of Student Development. The office provides resources and support for all Billiken families as they transition to the college environment.

The Graduate Assistant will support the Director for Parent and Family Engagement by playing an integral role in the planning of Homecoming/Family Weekend, creating, and implementing various communication strategies, and assisting with the Billiken Parent and Family Association (BPFA). The Graduate Assistant is responsible for coordinating and implementing initiatives for specific aspects of the office. The hours for this position may vary depending on scheduled events and activities. Some remote work will be available.

Primary duties and/or possible projects for this role:

- Assist the Director with Parent and Family Engagement in providing programs, services, resources, and communications for Billiken Families.
- Support program creation, planning, and implementation for the entire department
- Develop a social media plan for Parent and Family Engagement on Facebook
- Establish a communications strategy for the monthly newsletter Billiken Bulletin using the designated platform
- Responsible for the logistics of the Parent and Family Webinar series executed through the Zoom platform
- Support the Billiken Parent and Family Association initiatives which include, but are not limited to, events, committee meetings, programs, and communication communications
- Develop collaborative partnerships with other University departments and divisions in providing opportunities for the growth and development of students.
- Maintain the implementation of major University and departmental initiatives, including but not limited to Fall and Winter Welcome, Homecoming & Family Weekend, BPFA, and Billiken Programs
- Uphold University's organizational policies and the SIC's policies and procedures for student organization and events.
- Support the development and implementation of new student programs

**Qualifications:** The Graduate Assistant must be currently enrolled in a graduate program. A program in communications, marketing, higher education, or business, and a demonstrated interest in a career for new student programs, student engagement, or student development is preferred but not required. The Graduate Assistant must demonstrate flexibility, creativity, strong communication skills, attention to detail, and a willingness to learn. They must show a commitment to diversity, equity, and inclusion and demonstrate the ability to work with diverse populations.

Familiarity with SLU, campus, customer service skills, and knowledge of software programs. Must be capable of working independently, and collaboratively and bring a sense of humor to work each day. Prior experience in Parent and Family Engagement is optional. This position requires strong organizational/planning skills, attention to detail, the ability to manage multiple tasks simultaneously, strong communication skills, and effective time management. Physical requirements: Ability to move/lift boxes and supplies weighing up to 20 pounds; and may be expected to make frequent trips on-campus. The GA cannot hold any other graduate assistantship or be a full-time employee on campus during the same period.

**Compensation:** \$1,350/month

**Tuition scholarship:** \$9,750/year

Optional enrollment in SLU's graduate student health insurance coverage. If personal coverage through SLU is waived, this benefit is forfeited (has no cash value).

**Dates of Employment:** The first day of employment will be August 1, 2024, and run through May 31, 2025, to complete the 10-month appointment (start and end dates are flexible and negotiable; please note that new International Students start dates will be based upon university guidelines)

**Questions about this position:** Kesha Williams, Director for Parent and Family Engagement at [kesha.williams@slu.edu](mailto:kesha.williams@slu.edu)